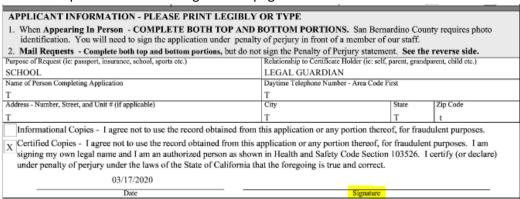
## Vital Record Copies

### Submit by mail:

- Click on the link <a href="http://arcselfservice.sbcounty.gov/web/user/disclaimer">http://arcselfservice.sbcounty.gov/web/user/disclaimer</a>
- Accept the Disclaimer Terms
- Select Vital Records Certified Copies Web Button
- Select the appropriate Vital Record Type and proceed to completing the application
- Once you have reviewed the information generated on your electronic application, click the print button in the upper right hand corner of the box.



- After the form prints, click the "Complete" button; Enter your First and Last name and click the "Place your Order" button.
- Take the printed form to a Notary Public and sign the application and have the notary complete the Acknowledgment on page 2.



 Mail the completed notarized application, a self-addressed stamped envelope and the appropriate fees for the certificate type to:

222 W. Hospitality Lane San Bernardino CA 92415

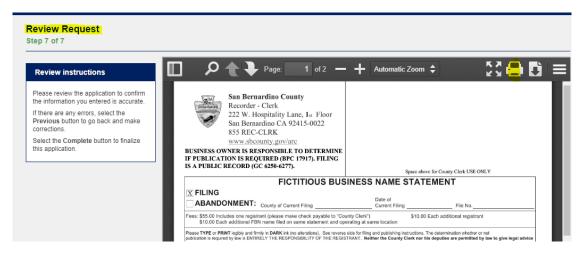
### Online Vital Copy Request via Third Party Vendor – VitalChek:

Customers may request copies of Vital Records via VitalChek at <u>www.vitalchek.com</u>.
 Note: There is an additional processing fee charged by VitalChek for use of their service.

### **FBN**

### Submit by mail:

- Click on the link <a href="http://arcselfservice.sbcounty.gov/web/user/disclaimer">http://arcselfservice.sbcounty.gov/web/user/disclaimer</a>
- Accept the Disclaimer Terms
- Select Fictitious Business Names Application Button
- Select the appropriate Filing Type and proceed to completing the application
- Once you have reviewed the information generated on your electronic application, click the print button in the upper right hand corner of the box. Sign and Date the printed application.



- After the form prints, click the "Complete" button; Enter your First and Last name and click the "Place your Order" button.
- Mail the completed application, a self-addressed stamped envelope and the appropriate fees for the filing type to:

222 W. Hospitality Lane San Bernardino CA 92415

# **Notary Registrations**

• Mail a cover letter with the request for service. Include with the request all original paperwork oaths, signed bond, self-addressed stamped envelope, and applicable processing fees.

#### Mail the request to:

222 W. Hospitality Lane San Bernardino CA 92415

# Marriage License and/or Ceremonies

The offices of the San Bernardino County Assessor-Recorder-Clerk are closed to the public, until further notice. Marriage licenses and marriage ceremony services are not available.

Confidential Marriage Licenses and/or ceremonies may be issued and performed by an Authorized Notary. Restrictions Apply. Click <a href="here">here</a> for authorized notaries that issue Confidential Marriage Licenses in San Bernardino County.

#### **Confidential Licenses**

- Not open to the public
- Copies are issued only to the couple
- May be used anywhere in the State of California
- No witnesses required
- Applicants must be living together as spouses

## Translation Certification

• Mail a cover letter with the request for service. Include with the request all original paperwork, translation certificate, self-addressed stamped envelope, and applicable processing fees.

#### Mail the request to:

222 W. Hospitality Lane San Bernardino CA 92415

## **Authentications**

 Mail a cover letter with the request for service. Include with the request the certificate, a selfaddressed stamped envelope, and applicable processing fees.

#### Mail the request to:

222 W. Hospitality Lane San Bernardino CA 92415

## Official Record Copies (Regular/Certified)

- Requests can be made online at <a href="http://arcselfservice.sbcounty.gov/web/user/disclaimer">http://arcselfservice.sbcounty.gov/web/user/disclaimer</a>.
  - Accept the Disclaimer
  - Search for applicable record(s)
  - Add copy requests to cart
  - Complete transaction using a credit card
    - o Plain copies will be returned via email.
    - Certified copies will be returned via USPS (mail).
- Copy Requests via Mail (Records from 1958-Prior):
  - Complete the application in the link
    http://www.sbcounty.gov/Uploads/ARC/Forms/copy\_records\_request\_form.pdf
  - Mail the application and applicable fees to:
    222 W. Hospitality Lane
    San Bernardino CA 92415

## Recording

- Electronic Submissions Please refer to the list of Authorized Agents that are currently approved to submit documents to our office electronically.
  <a href="http://www.sbcounty.gov/Uploads/ARC/General/AgentListing.pdf">http://www.sbcounty.gov/Uploads/ARC/General/AgentListing.pdf</a>
- Mail –Send all documents and attachments along with the applicable fees to: 222 W. Hospitality Lane
   San Bernardino CA 92415

# Map Recording

- County Agencies can submit maps and related documents via inter-office mail Stop# 0022.
- Non-County Agencies and Members of the Public can submit maps via mail and related documents to:

222 W. Hospitality Lane San Bernardino CA 92415

# Tentative Map Number Requests

 Customers can continue to request Tentative Map Numbers using the link below. http://arcselfservice.sbcounty.gov/web/